

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0861

FLSA: Non-Exempt

CLASSIFICATION TITLE: FINGERPRINT TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work functions associated with storing and retrieving fingerprint data utilizing an automated fingerprint identification system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Scans fingerprints from cards or other sources to transfer imprint into an automated fingerprint identification system (AFIS) database.

Enters identifying information, such as name, address, sex, race, occupation, and other facts relating to the individual, into a corresponding AFIS database.

Examines details and checks minutia points of each print; utilizes a fingerprint magnifier to view prints clearly; edits each print as necessary.

Searches fingerprint identification files in the AFIS database for matching prints; confers with identification personnel and/or supervisor to verify matching records; provides information to authorized persons.

Sets demographics on prints; enters classifications into and retrieves arrest information from the records management system (RMS).

Requests and obtains files from criminal records; retrieves fingerprint cards from the identification files.

Performs routine maintenance on the AFIS database as needed; purges appropriate records.

Refers to a fingerprint manual when working with fingerprint patterns.

Attends division meetings and training sessions as required to maintain knowledge of departmental operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with the responsibilities of this position; maintains administrative records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

ADDITIONAL FUNCTIONS

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; some skill in computer data entry and knowledge of computer scanner operation preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.